

International Adventurous Journey Policy

1. PURPOSE

This policy covers a participant(s) coming to Aotearoa New Zealand from another National Award Operator (NAO) or Independent Award Centre (IAC) or a participant(s) going to another country and undertaking an International Adventurous Journey (AJ) activity.

This aligns with the International Award Leader's Handbook (page 99-101 **8.17 International Adventurous Journeys**).

"An International Adventurous Journey may involve a group visiting another country which may or may not be operating the Award...Delivery of the Adventurous Journey must adhere to any Award and legal regulations of the destination country, as well as those of the home country. Responsibility for the delivery of the Adventurous Journey remains entirely with the home country Award Centre or IAC".

2. APPLICATION

There are four scenarios that would apply to Aotearoa New Zealand.

Scenario	Process
AJs involving a licenced Award Unit within a NAO visiting a country that has a NAO.	In such cases, the home country NAO National Office informs the destination country office.
AJs involving a licenced Award Unit within a NAO visiting a country that does not have a NAO but has IACs.	In such cases, the Award Unit informs their home country NAO which in turn informs the Foundation Office.
AJs involving an IAC visiting a country that has a NAO.	In such cases, the IAC informs the Foundation which in turn informs the destination country NAO national office.
AJs involving a licenced Award Unit within a NAO visiting a country that does not have a NAO and has no IACs.	In such cases, the licenced Award Unit needs to comply with the home country NAO requirements.

3. RISK AND REPUTATION

The Adventurous Journey by its nature contains an element of risk and Award Units and Recognised Activity Providers are required to ensure that all Adventurous Journey activities are carried out under the appropriate Safety Management Systems. Along with the physical risk to participants there is also a reputational risk to the Award if something goes wrong. Award Units and Recognised Activity Providers must report all serious events to the local National Award Office. This requirement also applies to groups coming to New Zealand to undertake an Award activity so that the local National Award Office is aware of what the participant(s) is doing and are able to support, respond to and manage any incident that might occur (this includes managing any potential media coverage). The same also applies for a participant(s) going to another country to undertake an International Adventurous Journey.

Each NAO must also file serious incidents to the IAF and New Zealand will manage this as appropriate.

4. PROCESS

A participant(s) from New Zealand undertakes an International Adventurous Journey in another country.

1. Award Leader notifies the National Award Office of the International Adventurous Journey [using this form](#). This should be done at least two months before the International Journey departure to ensure time is available for any necessary dialogue.
2. The Senior Operations Advisor checks the form and clarifies any of the information as required.
3. The Senior Operations Advisor notifies the appropriate NAO or the Award Foundation – contact information can be found here - <https://intaward.org/do/regions-locations/>
4. A record of the International Adventurous Journey is recorded on the [International Adventurous Journey Register](#).

A participant(s) from another NAO or IAC undertakes an International Adventurous Journey in Aotearoa New Zealand.

1. The home NAO or International Award Foundation informs the National Award Office of the proposed International Adventurous Journey [using this form](#).
2. If the International Adventurous Journey is being undertaken using one of the Award's Recognised Activity Providers then no further action is undertaken, and a record of the trip is made on the International [Adventurous Journey Register](#).
3. If the International Adventurous Journey is not being undertaken using one of the Award's Recognised Activity Providers, the National Office will confirm with the key contact for the participant(s) that the International Adventurous Journey is being undertaken under the appropriate Safety Management Systems of the Award Centre the participant(s) is registered with. If the trip is not being undertaken under an appropriate Safety Management System, then the National Director is notified to follow up with the International Award Foundation or the National Director of the corresponding NAO. If the trip is being run under an appropriate Safety Management System or the National Director is satisfied, then the trip is recorded on the International [Adventurous Journey Register](#).

5. REPORTING A SERIOUS EVENT

It is the responsibility of the organisation whose Safety Management System the International Adventurous Journey event is being carried out under to report a serious event to the National Award Office. The National Award Office defines a notifiable event based on the [Health and Safety at Work Act 2015 \(HSWA\)](#) definition of a Notifiable Event which is:

“A notifiable event is when any of the following occurs as a result of work:

- *a death*
- *notifiable illness or injury*
- *a notifiable incident”*

The National Office will follow-up any Serious Event in accordance with the International Handbook for Award Leaders by the National Director notifying the International Award Foundation and the National Office will request a copy of the [WorkSafe](#) investigative report into the incident as well as the internal investigation undertaken by the Award Centre or Accredited Award Provider. These will be recorded in the Award's Health and Safety register.